

Job Description



Title: Payroll/Office Clerk (Temporary)	Effective Date: July 12, 2021
Department: Treasurer's Office	Union: Clerical Staff
Location: Town Hall	Grade:

GENERAL PURPOSE:

Performs a variety of routine and confidential clerical, bookkeeping, and administrative work for the Treasurer's office. Compiles payroll data to maintain payroll and employee records. Acts on behalf of the Town Treasurer in his or her absence.

SUPERVISION RECEIVED:

Works under the direction of the Town Treasurer.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Provides clerical and administrative support to the Town Treasurer as required, including but not limited to, answering telephones, providing customer assistance, data processing, handling mail, filing, and maintaining office supplies.
- B. Has the responsibility to maintain confidentiality and accuracy in the performance of this job.
- C. Communicates in a professional, accurate, and effective manner with supervisors, other employees, the public, and other visitors.
- D. Maintains employee master files for payroll and employee benefits; maintains accrual records such as sick, vacation, and personal leaves. Records changes affecting net wages such as exemptions, insurance coverage, and deductions.
- E. Compiles and reviews wage computations for weekly gross payroll. Ensures accuracy of computations, corrects errors to ensure accuracy of payroll; transmits gross payroll. Prepares and issues paychecks.
- F. Records and maintains records affecting employee and retiree retirement benefits.
- G. Notifies employees, retirees and the Retirement Board of any changes in retirement benefits.
- H. Maintains records of insurance payments from retirees.
- I. Prepares weekly and monthly payment sheets in order to ensure the weekly and monthly benefit invoices are paid.
- J. Prepares and mails accounts payable checks.
- K. Receives notifications for and handles insufficient funds issues.
- L. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- M. May perform other duties as assigned.

ESSENTIAL QUALIFICATIONS:**Education and Experience:**

- A. Graduation from an accredited two year college or university with a degree in accounting, finance, business, or a closely related field, and knowledge of payroll.
- B. Two (2) years of related experience in municipal accounting or finance work, or
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities

- A. Working knowledge of typical office software including Word and Excel, and skill in its use.
- B. Knowledge of relevant town and state ordinances, regulations, policies and procedures.
- C. Effective verbal, listening, and written communication skills.
- D. Ability to establish and maintain effective working relationships with other employees, other departments, and the public.
- E. Ability to perform arithmetic computations accurately and quickly.
- F. Ability to pay attention to detail and maintain accurate records.
- G. Organizational skills.
- H. Ability to understand and carry out written and oral instruction.
- I. Skill in the operation of listed tools and equipment.
- J. Ability to work independently and meet deadlines.
- K. Ability to work under pressure and/or with frequent interruptions.

SPECIAL REQUIREMENTS:

Must be bondable.

TOOLS AND EQUIPMENT USED:

Personal computer, telephone, facsimile machine, calculator, copy machine, multi-function printer, and postage machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, walk, stand, and talk or hear.

The employee may be required to lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to use a computer.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed under typical office conditions; the work environment is moderately quiet with regular interruptions from the general public, employees, officials, the telephone, and others needing to communicate with the Town.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

NOTES:

The examples of duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job Description
Approval Page

Title: Payroll/Office Clerk (Temporary)
Department: Treasurer's Office

Department Head

Name – Printed	Signature	Date
----------------	-----------	------

Appointing Authority

Name – Printed	Signature	Date
----------------	-----------	------

Personnel Board

Name – Printed	Signature	Date
----------------	-----------	------